



## **OFFICE OF EMERGENCY SERVICES (OES) COORDINATOR**

**\$4,915 - \$6,300 monthly, plus benefits**

**Open until filled**

### **ABOUT THE POSITION**

Under the general direction of the Police Commander – Special Operations or his/her designee, maintains and assists in the implementation of the City's emergency preparedness, response and disaster recovery programs. The Emergency Services Coordinator also provides technical assistance to fire and to City personnel in assigned areas of responsibility. He/she performs related work as required. This is a non-law enforcement classification.

### **EXAMPLES OF DUTIES**

- Plan, organize, review, evaluate, and personally perform activities to implement a variety of emergency preparedness and disaster recovery programs and procedures under the SEMS/ICS model.
- Provide technical expertise in the area of disaster recovery and mitigation with a focus on establishing alternative means of providing power, water, communications, food and shelter for citizens in the event of a major disaster.
- Facilitate the preparation, maintenance, and distribution of a current Emergency Operations Plan.
- Assist in the development of public awareness programs regarding disaster preparedness.
- Develop educational materials and make presentations to business, professional and community groups.
- Assist in the development and presentation of training sessions to City staff.
- Coordinate department safety program in accordance with OSHA Guidelines.
- Attend required meetings, training seminars, and conferences related to emergency management and homeland security.

### **EXAMPLES OF DUTIES (cont'd)**

- Coordinate community emergency response team volunteers and medical reserve corps in conformance with the standards, practices, and procedures of the emergency plan.
- Assist in resource development, homeland security related grant procurement and grant administration.

### **IDEAL CANDIDATE**

The ideal candidate for this position:

- Has the ability to plan, organize and perform activities related to the improvement of emergency/disaster response and mitigation in the City of Morgan Hill.
- Is a proven team player with experience in the field of emergency management and disaster preparedness. He/she will be able to function under general supervision, and will possess the ability to complete assignments in a timely and professional manner.
- Will possess a positive attitude and will understand the role and relationship that the Office of Emergency Services has with community leaders and community volunteers. He /she will be able to have shape the vision and direction for the future of emergency services in Morgan Hill.
- Is able to adapt as a civilian employee to the law enforcement environment. He/she appreciates the importance of professional accountability, communication, and standards.

### **JOB REQUIREMENTS**

- Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

A typical way of gaining the knowledge and skills to perform the above duties is:

- Graduation from a four-year college preferred with major course work in environmental studies, emergency management, or a field related to the work.
- Three years of work experience in a city, state, or federal emergency management agency which would have provided the knowledge and skills to perform the duties outlined above.
- Understanding of and ability to apply the Standardized Emergency Management System and the National Incident Management System in an EOC Operation.

## **BENEFITS**

### **Health Allowance:**

Management employees receive from \$610 to \$1,041 per month for medical and dental premiums. City employees participate in the PERS Health Program, and may choose their medical coverage from a list of providers. Unused health allowance may be used for optional benefits or kept as taxable income. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including vision, heart/stroke insurance, additional life insurance, cancer insurance, and long-term care insurance. You receive a City-paid \$150,000 life insurance policy, short and long-term disability insurance and an employee assistance program.

### **Retirement Benefits:**

The City offers the PERS 2.5% at 55 plan with the single highest year, credit for unused sick leave, and 4<sup>th</sup> tier 1959 survivor's benefits options. The employee pays the 8% employee contribution on a tax-deferred basis (414h2).

### **Other Benefits:**

The City pays an amount equal to 3% to 5% of salary, depending on years of service, to a deferred compensation account with ICMA or ITT/Hartford. The City supports professional development and provides a tuition reimbursement program of up to \$1,000 per fiscal year.

### **Leaves and Holidays:**

Annual vacation ranges from three to four weeks depending on years of service. Eight hours of sick leave accrues each month, and a portion of sick leave may be cashed out annually. Management employees receive 72 hours of administrative leave annually. The City observes 13.5 paid holidays, including two floating holidays each year. The City has a furlough between Christmas and New Year's Day each year. You will be eligible to participate in a 9/80 alternative work schedule.

## **APPLICATION PROCESS**

A completed City application form, recent resume and cover letter are required to be considered for this position. Incomplete applications **will not** be accepted. Only the most qualified applicants will be invited to continue in the selection process.. To request a City application form, please call the Job Hotline at (408) 779-7276 or visit our website at <http://www.morgan-hill.ca.gov>

### **Submit Application Materials To:**

City of Morgan Hill  
Human Resources Office  
17555 Peak Avenue  
Morgan Hill, CA 95037

## **WORKFORCE DIVERSITY**

The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.

